

## ***Job Description***

**JOB TITLE:** AmeriCorps Program Manager

**BASIC JOB PURPOSE:** To manage the day-to-day operations of the Michigan Association of United Ways' Community Navigator (AmeriCorps) program.

**SUPERVISION RECEIVED:** Reports directly MBAI Project Manager.

**TYPICAL WORKING CONDITIONS:** Work is generally performed in a normal, pleasant office environment. Job duties require travel throughout the state, and occasionally to other states.

**EXAMPLES OF DUTIES:** *(This list may not be inclusive)*

- Carry out MAUW's AmeriCorps program goals and objectives.
- Maintain accurate recordkeeping of all AmeriCorps activities; oversee timeliness of timesheet submission by members and their supervisors.
- Generate timely programmatic reports including progress reports and annual renewal submissions.
- Function as a resource and coordinator for MAUW staff and member United Ways on resources available to assist them in their AmeriCorps program participation.
- Work closely with local United Way and 2-1-1 site supervisors to monitor the activities and progress of the program, in order to meet performance measures and to insure compliance with AmeriCorps regulations.
- Provide guidance and training to host sites in the recruitment of AmeriCorps members.
- Assess needs and provide AmeriCorps program technical assistance to participating United Ways and 2-1-1 Call Centers and other community based participants as needed.
- Carry out site Supervisor and AmeriCorps member orientations, in addition to quarterly member trainings.
- Assist with conflict-resolution and professional development activities at all sites as needed.
- Consult with the MBAI Program Manager and 2-1-1 Director in order to appropriately address conflicts.
- Act as a program liaison to the Michigan Community Service Commission (granting organization), and attend monthly Director's meetings and training sessions.
- Promote the Community Navigator on behalf of the United Ways, DHS and other Community Based Organization partners.
- Work closely with the MBAI Program manager in order to facilitate the integration and sustainability of the AmeriCorps program at MAUW
- Serve as conduit between AmeriCorps and MBAI committee structure and 2-1-1 Operating Council
- Coordinate with other statewide AmeriCorps programs related to the Community Navigator program.
- Other duties as assigned.

**NECESSARY SKILLS:**

- Ability to organize and administer a statewide AmeriCorps program according to requirements set by the Michigan Community Service Commission and the Corporation for National and Community Service.
- Ability to maintain systems of data collection for reporting and other purposes.
- Ability to assist with recruiting of AmeriCorps members, and to orient, train and supervise the members.
- Overall program management skills, including the use of tracking systems.
- Competent with technology.
- Ability to collaborate and develop partnerships with sites and other organizations.
- Ability to serve as a community spokesperson for the AmeriCorps program.
- Ability to promote the AmeriCorps program to various sectors of the community.
- Self-motivated, with the ability to take initiative.
- Detail oriented with excellent quantitative and organizational skills.
- Oral and written communication skills.
- Ability to handle multiple tasks.

**QUALIFICATIONS REQUIREMENTS:**

- Experience with National Service Programs.
- Bachelor's Degree required or 5-7 yrs equivalent experience.
- Experience working with diverse populations.
- Knowledge of the Michigan health and human service infrastructure preferred.

**ACCOMMODATIONS:** MAUW has the right to modify the duties and functions of this job description based on the needs of the organization.

**JOB DESCRIPTION REVIEW:** The job description will be reviewed and updated, if necessary, during the worker's annual review.

If interested, please email resume and cover letter to  
Nancy Lindman, Michigan [nlindman@uwmich.org](mailto:nlindman@uwmich.org)

*The above statements are intended to describe the general nature and level of work being performed by people in this job. The statements are not an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description may be changed and additional duties may be added or assigned from time to time. The above description does not affect or diminish the at-will status of the employment relationship between MAUW and its employees.*